

**THIS CONTRACT IS BEING SOLICITED AS A
SMALL PURCHASE PROCUREMENT**

Program 3834-SP (03/14)
Specifications by RK
Reviewed by BEL

Page 1 of 17

U.S. GOVERNMENT PRINTING OFFICE

Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Books, Brochures, & Pamphlets
(including color copying)**

as requisitioned from the U.S. Government Printing Office (GPO) by the

**U.S. Department of Agriculture
Shoshone National Forest, Cody, Wyoming**

Single Award

NOTICE TO OFFERORS: The term of this contract is for one year **and up to four option years** beginning April 1, 2009. Special attention should be directed to the following clauses in Section 1 of this contract: **"ECONOMIC PRICE ADJUSTMENT", "LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS",** and **"NOTIFICATION"**.

The total duration of this contract, including the exercise of any options under this clause shall not exceed 5 years. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to not exercise the option for a subsequent period.

Notwithstanding the above, and at the request of the Government, the term of the contract may be further extended (e.g. unforeseen delay or protest precludes making award on follow-on contract) for such period of time that may be mutually agreeable to the GPO and the contractor.

REQUEST FOR QUOTATION: Please review the attached specifications and **SUBMIT OFFERS BY FAXING QUOTATIONS ON "SECTION 4 - SCHEDULE OF PRICES" NO LATER THAN: 11:00 a.m. prevailing Denver, Colorado time, on March 30, 2009.**

Facsimile Telephone Number: **(303) 236-5332**

Mail To: **U.S. Government Printing Office**

Denver Regional Printing and Procurement Office

12345 W. Alameda Parkway, Suite 208

Denver, CO 80228-2842

ASSUMED PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a **48-kilometer (30-mile) radius of Cody, WY.** Any offeror intending to use production facilities outside this area should furnish information with the offer that will, on its face, demonstrate ability to meet the schedule requirements. Determination by the Government of the acceptability of this information in no way relieves the successful offeror of the responsibility for compliance with these schedule requirements.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalence. At a future date, metric measurements will be used exclusively in all specifications.

For information of a technical nature call (303) 236-5292 (No collect calls).

SECTION I. - GENERAL TERMS AND CONDITIONS

CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Request for Quotation will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/printforms/pdf/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.
- (c) Exception: Color copying must be of good quality, must not contain background tone, and must be equal to or better than the average product produced on a 400 dpi, or finer, color copier.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
* Where electronic files are furnished, the Specified Standard in the absence of hard copy proofs and/or originals will be uniformity of image throughout the press run.	

COPYING DEFINED: For the purpose of this contract, copying shall be defined as the automatic copy-processing or copier-duplicating by machines employing electrostatic, thermal, or other copying processes without the necessity of intermediate plates or masters.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

DEFINITION OF RECOVERED MATERIALS IN PAPER PRODUCTS: Recovered materials shall mean "recovered fiber" or "postconsumer fiber" as defined in "**Government Paper Specification Standards No. 11**", published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of an offer the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false,

fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

MAINTENANCE OF RECORDS ON RECOVERED MATERIALS IN PAPER PRODUCTS: When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26987, May 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper. The Government reserves the right to require proof of such certification prior to the first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the contract shall be divided into up to five periods. The first period shall extend from April 1, 2009 to March 31, 2010. Each additional period shall extend from April 1st of the subject year to March 31st of the following year. The first workday of the follow-on periods shall be the effective date of the price adjustment period. There shall be no price adjustment for orders placed during the initial contract year under this contract.

Price adjustment: The prices shall be adjusted on the basis of the "**Consumer Price Index For All Urban Consumers - Commodities Less Food**", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index - All Urban Consumers, for Commodities less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending three months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds at the time of award is not considered sufficient for any program period other than the first program period. Upon availability to the Contracting Officer of additional funds sufficient for performance of the full requirements for each succeeding program period, the Contracting Officer has the option to extend the contract for one-year periods as defined heretofore. The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available, for which the Government has exercised its option for additional year(s) performance, and as obligated by each print order.

The contractor is not to incur costs for the performance required for any program period after the first period if the Government makes the decision to **not** exercise the option for a subsequent period.

In the event of termination pursuant to the article entitled "**Termination for the Convenience of the Government**" in GPO Pub. 310.2, the terms "total contract price" as used in that article refers to the amount available for performance of this contract, as provided for in this clause, and the term "work in process" as used in that article refers to the work under the program period requirements for which funds have been made available. In the event of termination for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

NOTIFICATION: The contractor will be notified not later than 30 days before the contract expires if the Government makes the decision to **not** exercise the option for a subsequent period.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from April 1, 2009 through March 31, 2014. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "**issued**" for purposes of this contract at the time the Government deposits the order in the mail.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "**Print Order**" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "**ORDERING**". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page one of these specifications.

The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders that provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the **"ORDERING"** clause of this contract.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/printforms/pdf/sf3881.pdf>" as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

The need for GPO Form 1034, **"Public Voucher for Purchases"** has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print order number, Discount terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT: The Government Printing Office will utilize the following procedure. Billing certification sheets for the work performed will be sent by the contractor to the ordering agency for examination and certification as to correctness of the billing as applicable to the work performed. **The ordering agency is required to return the signed billing certification to the contractor within five (5) workdays of receipt.** In addition, after certification by the ordering agency, a copy of the approved billing certification sheet and the accompanying print order is to be submitted to the Denver RPPO, by the ordering agency, immediately via fax (303) 236-5304 to: **ATTN: Lisa Benton or Dave Cook**.

Exception to the Billing Certification Requirement: On all GPO Denver placed orders with print order series 05000, 25000, 45000, 65000, 85000 the billing certification requirement is WAIVED.

After examination and certification by the ordering agency the invoice/voucher, print order, proof of delivery, and the agency signed billing certification must be submitted to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401.**

For the purpose of earning the discount when a prompt payment discount is offered by an offeror, time will be computed from the date a **correct invoice/voucher, print order, proof of delivery, and the agency signed billing certification** is received by the GPO.

NOTICE TO OFFERORS: The offer (**SECTION 4 - SCHEDULE OF PRICES**) may be facsimile transmitted direct to GPO office.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various single sheet (Formats "A" and "B") and multi-page bound publications (Format "C") requiring such operations as printing in one color of ink, color copying (Formats "A" and "C" only), binding, packing, addressing/labeling mailing, and distribution.

TITLE: Books, Brochures, & Pamphlets (Cody, Wyoming).

FREQUENCY OF ORDERS: Approximately 12 orders per year.

QUANTITY: Approximately 50 to 800 copies per order, except an occasional order under Format "B" may require up to 20,000 copies (see hereinafter). Color copying may be limited to ten or more copies.

NUMBER OF PAGES:

- **Formats "A" and "B":** It is anticipated that all orders placed will print face and back.
- **Format "C":** Approximately 16 to 300 text pages plus separate cover.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- **Format "A":** Includes trim sizes up to and including 406 x 229 mm (16 x 9").
- **Format "B":** Includes trim sizes over 406 x 229 mm (16 x 9") up to and including 559 x 432 mm (22 x 17"). **See NOTE on the next page for acceptable alternate size option.**
- **Format "C":** Includes trim sizes up to and including 216 x 279 mm (8½ x 11").

GOVERNMENT TO FURNISH: Camera copy consisting of line copy, line art, full color originals, pressure sensitive address labels, envelopes, electronic media as below, and color or b/w visuals. Most of the copy to be reproduced same size.

- Electronic files will be provided for the contractor from which they are to create new camera copy/film negatives/direct plate imaging. Files will be provided as follows:

High-density 89 mm (3½") floppy disks, CD-ROM, Zip or Jaz cartridges; or similar will be provided. This electronic media furnished by the Government will be generated on a MAC System or DOS/Windows 95, 98, 2000, Me, XP, or Vista platform in a variety of software formats including, but not limited to: Adobe Illustrator, PhotoShop, QuarkXpress, Aldus Freehand, Corel Draw, Adobe PageMaker, Adobe InDesign, Microsoft Word, Framemaker, and Office 97. **The contractor must be capable of accepting data in these platform/formats for either direct input or conversion to his/her system as part of their basic charge to the Government. The contractor will be responsible for proofreading converted formats to ensure that all fonts have transferred platforms completely.** This particularly includes symbol fonts like Zapf Dingbats and Carta. The ordering agency will provide paper copy to proof against. NOTE: The contractor is to support upgrades of application software within one month of notification by ordering agency.

Fonts: Various PostScript Type 1 (printer and screen) fonts and True Type fonts will be provided with each order. NOTE: The fonts provided are the property of the ordering agency and are provided for use on the order only. Using the furnished fonts for any job other than this one violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

Data will be provided in native application format with all necessary scans and graphics properly linked and in final position. Some files may be compressed using PKZip or similar compression software. Black & White halftones may be scanned into files for position only (FPO) and contractor will be **required** to scan the original material and to replace the FPO image(s) for printing.

INSPECTION OF ELECTRONIC FILES: The contractor is to perform a basic check (preflight) of the furnished files. The check should look for missing or damaged files, missing or damaged fonts, damaged disks, missing bleeds, improper trim size, improper color definition, and so on. The contractor is responsible for creating or correcting (altering) any necessary trapping, setting proper screen angles and frequency, and defining proper file output selection for the imaging device being used. Any errors other than those just described, media damage, or data corruption that might interfere with proper file imaging discovered at that time must be reported to the agency **IMMEDIATELY** upon discovery.

The contractor must provide corrected native applications files (digital deliverables) if files are modified during production upon delivery of the printed product. The contractor shall make all revisions to the electronic files. Prior to making revisions the contractor shall copy the furnished files and make all changes to the copy. The digital deliverables must be an exact reproduction of the final printed piece in native application file format (includes all files), and must be returned on the same media as the supplied files. The Government will NOT accept as digital deliverables PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats unless specifically requested elsewhere in these specifications.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "**GOVERNMENT TO FURNISH**", necessary to produce the product(s) in accordance with these specifications. NOTE: The use of films is optional provided the quality requirements of the contract are met.

PROOFS: No proofs required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "**Government Paper Specification Standards No. 11**" dated February 1999. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

All paper used in each copy must be of a uniform shade.

Stock choices under the contract are as follows:

- White and Colored, Offset Book, grammage 75 g/m² (basis weight 25 x 38", 50 lbs. Per 500 sheets), equal to JCP Code A60 and A63,
or, at the contractor's option
- White and Colored Writing, grammage 75 g/m² (basis weight 17 x 22", 20 lbs. Per 500 sheets), equal to JCP Code D10.
- White and Colored, Vellum Finish Cover, grammage 175 g/m² (basis weight 20 x 26", 65 lbs. Per 500 sheets), equal to JCP Code L20.
- White and Colored Index, grammage 200 g/m² (basis weight 25½ x 30½", 110 lbs. Per 500 sheets) equal to JCP Code K10.

All cover weight paper must have the grain parallel to the spine/fold.

Note: Approximately 80% of orders specifying Vellum Cover and Index will be for colored paper.

Immediately following award the contractor shall provide the ordering agency with paper samples which are available for use under this contract.

COPYING/DUPLICATING: Reproduce via any suitable method that meets the quality requirements of the specifications as follows:

- **Format "A"** and **"B"** – Print face only or face and back in Black ink.
- **Format "C"** – Print head to head in Black ink.
- **Format "A"** and **"C"** – Color copying face only.

Ink coverage on most orders is expected to be moderate to heavy.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Adequate gripper with no bleeds. Exception: An occasional **Format "A"** order will require bleeds on 3 or more sides.

BINDING:

- **Format "A"** – Trim four sides to size indicated. Most orders will fold to approximately 102 x 229 mm (4 x 9"). Exact folding instructions will be indicated on print order or furnished material.
- **Format "B"** – Trim four sides and fold to approximately 216 x 279 mm (8½ x 11").

NOTE: At the contractor's option, the product may be printed as two 432 x 279 mm (17 x 11") sheets, collated, and stitched with one wire stitch in the upper left corner.

- **Format "C"** – Saddle-wire stitch in two places and trim flush on three sides, side wire stitch with one wire stitch in the upper left corner, or comb bind (GBC or equal) with Black plastic combs of suitable capacity. The contractor is required to furnish the combs.

NOTE: On occasion a single leaf product will have one additional fold to 216 x 140 mm (8½ x 5½") with the mailing panel facing out. The contractor is to then seal with a tab or wafer seal (contractor's option) centered along open 216 mm (8½") side. **NOTE:** The number and location of the tab(s) or wafer seal(s) **must** meet U.S. Postal Service requirements.

MAILING LABELS: For single and multiple copy mailing the contractor must affix a furnished, preaddressed pressure sensitive mailing label to each unit of mailing.

Contractor will be required at times to place single or multiple copies (up to 200 leaves) into Government furnished 105 x 241 mm (#10) or 229 x 318 mm (9 ½ x 12") pre-stamped envelopes. On occasion the contractor will be required to insert into unstamped envelopes, apply address label, and deliver bulk to the ordering agency for later distribution.

All mailings will be done at the Presorted Standard Rate.

PACKING: Affix furnished pressure sensitive address labels to the orders that require mailing and as otherwise specified. Shrink film wrap loose-leaf or bound publications in units as specified on print order, and pack in shipping containers. Each shipping container must not exceed 20 kg (45 pounds) when fully packed.

INSPECTION SAMPLES: Occasionally, when so indicated on the print order or otherwise requested, the first two copies, as soon as completed, must be sent for inspection to the **U.S. Government Printing Office, Denver Customer Service Office, 12345 W. Alameda Parkway, Suite 208, Lakewood, CO 80228-2842, Attn: Inspection Samples.**

These copies shall be considered as sample copies, and cannot be deducted from the total quantity ordered. The package or envelope containing these samples must be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which these samples were ordered. The contractor must comply with the shipping schedule regardless of this requirement for inspection samples. The contractor will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart shown below. A random sample must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 – 3,200	50
3,201 – 10,000	80
10,001 – 35,000	125
35,001 and over	200

These randomly selected samples must be packed separately and must be identified by a special government-furnished Blue label, which is to be affixed to each affected container. These random sample copies must be recorded separately on all shipping documents and sent in accordance with the distribution list.

In addition, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. A copy of the Government furnished certificate must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's offer and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DISTRIBUTION: All mailed copies ship f.o.b. contractor's city and all bulk orders deliver f.o.b. destination to:

USDA, Forest Service/ Shoshone National Forest
808 Meadow Lane **INSIDE DELIVERY REQUIRED**
Cody, Wyoming 82414-4549

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

All copies mailed to domestic or foreign destinations must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable for Presorted Standard Rate (or until January 10, 2001, Bulk Rate) mailing as defined by Postal Service Guide 632 and related DMM instructions; which is to include but not limited to presorting by ZIP code, bundling, sacking and labeling.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. **These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's /invoice for payment.**

SCHEDULE: Adherence to this schedule must be maintained. The contractor must not start production of any job prior to receipt of the individual print order.

Furnished material must be **picked up from** and delivered to the addresses under "**DISTRIBUTION**" above.

Arrangements may be made by the Government to wrap or otherwise prepare the furnished material in preparation for delivery to the contractor's plant.

The schedule begins the workday after phone notification of the availability of the print order and furnished material. No predetermined schedule for pickup of material is possible. Most orders placed will require complete production and mailing or distribution within 4 to 7 workdays.

The ship/deliver date indicated on the print order is the date products ordered must be **delivered** to the destination(s) specified (except mailed copies).

The ship/deliver date indicated on the print order is the date mailed products ordered must be **delivered** to the postal service for mailing.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest offer by applying the prices offered in the "**Schedule of Prices**" to the following units of production which are the estimated requirements to produce **one year's work** under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "**Schedule of Prices**".

		(1)	(2)
I	(a)	16	64
	(b)	9	7
	(c)	2	200
	(d)	244	976
	(e)	4	6
II.	(a)	885	
	(b)	28	
	(c)	30	
	(d)	22	
III.	(a)	8	
	(b)	4	
	(c)	7	
	(d)	6	
	(e)	8	

The term of this contract is for one year and up to four option years.

Note: Assumed production area of a 30-mile radius of Cody, Wyoming.

SECTION 4. – SCHEDULE OF PRICES

Offers submitted are f.o.b. destination for bulk shipments and f.o.b. contractor's city for mailed copies.

Offers for each item listed in its respective format group, as defined in "**SECTION 2 – SPECIFICATIONS**", must include the cost of all required materials and operations in accordance with these specifications.

Offeror must make an entry in each of the spaces provided. Offers submitted with any obliteration, revision, or alteration of the order and manner of submitting offers, may be declared nonresponsive. Offers submitted with "**NB**" (No Quote), "**NA**" (Not Applicable), or blank spaces for an item may be declared nonresponsive.

An entry of "**NC**" (No Charge) shall be entered if offeror intends to furnish individual items at no charge to the Government.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "**DETERMINATION OF AWARD**") that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers/invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated.

Formats "A" and "B" prices are per printed side; **Format "C"** prices are per page **printed or blank**.

- I. COMPLETE PRODUCT (except Items II and III): Prices quoted shall include the cost of all required materials and operations except those covered in Items II and III necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Make-ready & Setup charges</u> (1)	<u>Running rate per 100 copies</u> (2)
(a) Format "A" per page per printed side ..	\$ _____	\$ _____
(b) Format "A" (Color copying) .. per page	\$ _____	\$ _____
(c) Format "B" per page per printed side ..	\$ _____	\$ _____
(d) Format "C" per page	\$ _____	\$ _____
(e) Format "C" (Color copying) .. per page	\$ _____	\$ _____

NOTE: Items (a) (c) and (d) are for **Black only** printing.

(Initials)

II. PAPER/STOCK: Payment for paper supplied by contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of page-size 606 sq. cm (94 sq. in) leaves furnished for the product(s) ordered in the applicable "**Format**" group with any fractional parts being prorated. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

Per 100 leaves

- (a) White, Offset Book, 75 g/m² (50 lb.) **or** White, Writing, 75 g/m² (20 lb.) \$ _____
- (b) Colored, Offset Book, 75 g/m² (50 lb.) \$ _____
- (c) White and Colored, Vellum finish Cover, 175 g/m² (65 lb.) \$ _____
- (d) White and Colored, Index, 200 g/m² (110 lb.) \$ _____

III. ADDITIONAL OPERATIONS: **One wire stitch in upper left corner is considered the standard binding and is part of the per page price under Item I.**

- (a) Saddle Stitching **per 100 books** \$ _____
- (b) Comb binding (including materials) **per 100 books** \$ _____
- (c) Affixing furnished labels on single copies (self mailer or furnished envelope)..... **per 100 labels**..... \$ _____
- (d) Inserting item into furnished envelope for mailing..... **per 100 envelopes**.... \$ _____
- (e) Affixing tab seal(s) for mailing..... **per 100 tabs**..... \$ _____

(Initials)

NOTICE: Offerors **OUTSIDE** the assumed production area as specified on page one of these specifications should complete the following information.

1. Proposed carrier for pickup of Gov't Furn. Material _____
 - a. Number of hours from acceptance of print order
to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government
Furnished Material to delivery at contractor's plant..... _____
2. Proposed carrier for delivery of completed product _____
 - a. Number of hours from notification to carrier to
pickup of completed product..... _____
 - b. Number of hours from pickup of completed
Product to delivery at destination..... _____

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS:

_____ **Percent,** _____ calendar days. See Article 12 "**Discounts**" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Offeror hereby acknowledges amendment(s) number (ed)

OFFEROR'S NAME AND SIGNATURE: When responding by Fax or Mail, fill out and return one copy of all pages in "**Section 4. - SCHEDULE OF PRICES**", including initialing where indicated.

Offeror _____ (Contractor Code)

(Street Address)

(City - State)

By _____
(Signature and title of person authorized to sign this offer)

(Person to be contacted)

(Telephone Number)

e-mail address

(Facsimile Number)

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SAMPLE OF THE QUOTE ENVELOPE

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **3834-SP**

From: _____

Address: _____

Postage
Stamp
Required
Here

Offer Enclosed

Offers will be received until
March 30, 2009 at **11 A.M.**
prevailing Denver time.



**U.S. Government Printing Office
Denver Regional Printing & Procurement Office
Suite 208
12345 W. Alameda Parkway
Lakewood, CO 80228-2842**